

Administrative - Internal Use Only

29 OCT 1975

MEMORANDUM FOR: Deputy Chief/Administration and Training
Division

SUBJECT : Identification of Records to be Destroyed

REFERENCE : MBO Objective OS-D 01-76

The Personnel Branch has identified the following volume of records which may be destroyed. The soft files on personnel who separated prior to 1 January 1974 will be reviewed by the Deputy Directors before being sent to ARC for retention until the present moratorium is lifted. The total volume of records held by the Personnel Branch is 103.66 cubic feet.

<u>Type of Record</u>	<u>C.F. to be Destroyed</u>	<u>% of Record Holdings</u>
Personnel Soft Files	15	14%
Promotion Material	2	2%
Subject Files (estimate)	2	2%
Working Files	4	4%
Reading Files (chronos)	<u>1.5</u>	<u>1%</u>
TOTAL	24.5	23%

In addition, the Personnel Branch turned in one two drawer safe, which reduces by 50% the safe keeping equipment other than the vault.



STAT

~~Chief~~, Personnel Branch, A&TD
Office of Security

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Approved For Release 2002/08/15 : CIA-RDP83B00823R000400030041-6

SECURITY BUDGET & FINANCE
OFFICE

MILESTONE II

ALL FIGURES IN CU. FT.

	A Must Be Kept	B Must Be Destroyed	C Should Be Kept	D Should Be Destroyed
1) Finance Notices and Regulations	2			
2) Cash Boxes	3			
3) Contracts Folders	3			
4) Field Station Folders	2			
5) OSR, Encumbrances and Procurement IBM Runs	3			
6) Time Sheets, Annual Leave Ledgers, and Pay Cards	2			
7) Procurement Requisitions and Folders			2	
8) Reduction of IBM Budget Runs				3
9) Prior Year Budget Folders				2
10) Security Finance Personnel Folders			10	
11) Locator Spindle of All Security Personnel			1	
12) Prior Years Folders				6
13) 				1
14) Miscellaneous			6	
(As of 31 October 1975) TOTALS	15	0	19	11

TRAINING BRANCH RECORDS

<u>TYPE RECORD: OFFICE FILES</u>	<u>VOLUME</u>	<u>REDUCTION PLANNED</u>
External Training	2 ft.	none
Internal Training	2 ft.	none
Working Folders	6 1/2 ft.	destroy all except current folders (-1 ft.)
Previous CY & FY Records	3 1/2 ft.	keep only current and past year records (-1/2 ft.)
Resource Files	4 1/2 ft.	none
General Administration Files	1 1/2 ft.	destroy all except current files (-1 ft.)
Course Records Files	2 ft.	destroy all except current files (-1/2 ft.)

REFERENCE MATERIAL

Books	5 ft.	none
Catalogs	1 ft.	destroy all except current catalogs (-1/2 ft.)
Handouts	2 ft.	destroy all except material in use (-1/2 ft.)

ODD-SIZE MATERIALS

Movie Films	3 ft.	none
Visual Aids	4 ft.	none
Visual Aids Materials	4 ft.	none

CARD FILES

Training Record Cards	6 ft.	none
<input type="checkbox"/> Briefing Records	6 ft.	none

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ADMINISTRATIVE — INTERNAL USE ONLY

21 OCT 1975

ADMINISTRATION & TRAINING DIVISION

MILESTONE 2

IDENTIFICATION OF MATERIAL FOR DESTRUCTION

ITEM 3A OFFICE FILES	<u>On Hand</u>	<u>For Destruction</u>
Miscellaneous	14 linear feet	1 linear foot
ITEM 3D REFERENCE MATERIAL		
Reference Material	<u>2 linear feet</u>	<u>none</u>
TOTAL	16 linear feet	1 linear foot

ADMINISTRATIVE — INTERNAL USE ONLY

LOGISTICS BRANCH A&TD

MILESTONE 2

SUGGESTED RECORD DISPOSITION SCHEDULE
FOR COMPLETION BY 1 JULY 1976

	LF ON HAND	LF SHOULD BE KEPT	LF SHOULD BE DESTROYED
ITEM 3A OFFICE FILES			
ORDER/USAGE HISTORY RECORDS FOR OS OPI AGENCY BLANK FORMS	2.0	2.0	
ADMIN/SUPPORT SERVICE REQUESTS	2.0	1.0	1.0
CORRESPONDENCE/CHRONO FILES	1.0	.5	.5
PROPERTY REQUISITION FILES	4.5	2.0	2.5
OL AND OS DIRECTIVES/NOTICES	1.5	1.5	
AGENCY PROPERTY CATALOGS	1.0	1.0	
PROPERTY VOUCHERS/RECEIPTS	2.5	1.0	1.5
TVA AND VEHICLE FILES	1.0	1.0	
PROPERTY REQUISITION LOGS	.5	.5	
OS OCCUPIED SPACE RECORDS	1.0	1.0	
ITEM 3B CARD SIZE FILES			
PROPERTY RECORD CARDS	1.0	1.0	
ITEM 3D REFERENCE MATERIAL	1.0	.5	.5
COMMERCIAL (UNCLASSIFIED) CATALOGS AND BROCHURES OF SUPPLIES/EQUIPMENT			
TOTALS	19.0	13.0	6.0

23 OCT 1975

INFORMATION SYSTEMS SECURITY GROUP

MBO Objective OS-D 01-76, Milestone Two

Two cubic feet of Top Secret Control records are slated for retirement.

Computer Security Subcommittee files belong to the Subcommittee and will eventually be turned over to them.

The large volume of reference material is currently being examined for duplicate or out-of-date publications which will be disposed of.

All other material may be classified as "should be kept."